Training Transcript for Module 6
Directories

This is Module 6 ─ Directories of the Exercise Builder Online Training.

In this module, you will learn how to develop your communication directories in Exercise Builder.   At the end of this module, you will have developed your Control Cell and Controller/Evaluator Directories and will be prepared to go to Module 7 ─ Evaluation.

Click the Next Arrow.

Communication between exercise controllers, evaluators, and participants during an exercise is extremely important.

The Control Cell Directory is provided to responders and lists the control cell contact information of controllers simulating individuals or organizations during the exercise.

Click the Next Arrow.

You may have phone numbers that are frequently used or dedicated for use in your Exercise Control Cell during an exercise.

Click the Open Control Cell Phone Numbers Worksheet link to enter these dedicated or frequently used control cell phone numbers.   These numbers are saved to your Baseline Information and will appear in pick-from lists when you are preparing your Control Cell Directory.

- Print: Will generate the worksheet into a printable document in Word format.

- Help: Will open the Help page for the window that you are currently reading.

- Save: Will commit the data to the baseline.

- Close: Will close the worksheet window and take you back to building the exercise.

- Down: Will move the selected list item lower in the list.

- Up: Will move the selected list item higher in the list.

- Add: Will open a window allowing you to add a new list item.

- Edit: Will open the selected item in a window allowing for edit.

- Delete: Will cancel and remove the selected list item from the baseline.

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To Add a New Control Cell Phone Number, click the Add button.

- When the window opens, enter the name of the control cell in the first field and the complete telephone number of that control cell in the second field.

- Click the OK button.

To Edit a Control Cell Phone Number

- Highlight the appropriate control cell phone number.

- Click the Edit button.

- When the Edit Control Cell Phone Numbers window opens, make the necessary edits.

- Click the OK button.

To Delete a Control Cell Phone Number

- Highlight the appropriate control cell phone number.

- Click the Delete button.

- When the Confirm Delete window opens, click Yes.

To Re-Order the Control Cell Phone Numbers

- Highlight the control cell item that you want to move.

- Click the Up and/or Down buttons until the selected item is in place.

The exercise Control Cell Directory is a list of all of the participants being simulated during the exercise and the control cell position and contact information of the controllers simulating those participants.   Use the Add, Edit, and Delete buttons to complete the needed information.

Click the Next Arrow.

You may now generate and review the Control Cell Directory for your exercise.

Click the Generate & Save Document: Control Cell Directory link to generate, save, and open the document.

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Click the Edit Current Control Cell Directory Template link to modify the currently selected template.

To select a different Control Cell Directory template, click the Select a Different Control Cell Directory Template link.

Click the Open Controllers/Evaluators Worksheet link.

This worksheet allows you to capture the contact information for potential controllers and/or evaluators contact information.   All data is saved to your baseline and can be used in future exercises.

- Print: Will generate the worksheet into a printable document in Word format.

- Help: Will open the Help page which for the window that you are currently reading.

- Save: Will commit the data to the baseline.

- Close: Will close the worksheet window and bring take you back to building the exercise.

- Add: Will open a window allowing you to add a new list item.

- Edit: Will open the selected item in a window allowing for edit.

- Delete: Will cancel and remove the selected list item from the baseline.

To Add a New Controller/Evaluator

- Click the Add button.   When the window opens, enter the individual's name, (Note: If you enter last name first, you will be able to sort more effectively.) organization, phone number, cellular (mobile) number, pager number, fax number, and email address.

- Click the OK button.

Note: Each column can be sorted by clicking on the column title.

To Edit a Controller/Evaluator

- Highlight the appropriate line.

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- Click the Edit button.

- When the window opens, make the necessary modifications.

- Click the OK button.

To Delete a Controller/Evaluator

- Highlight the appropriate line.

- Click the Delete button.

- When the Confirm Delete window opens, click Yes.

- Remember to click the Save button before you close the Worksheet.

- Click the Close button.

In this step, you will begin the development of an exercise Controller/Evaluator Directory. The Controller/Evaluator Directory is used during the exercise for communicating within the Exercise Control Organization.

First, you need to determine which controller/evaluator positions need to be included in the directory.

If you entered names in your previously developed messages, a list of these positions are listed from the To and From addresses within the exercise messages.

Click the checkbox next to any position that should be included in the Controller/Evaluator Directory. If you want to include all of the positions, click the Select All link. If you only want select positions, then click on the Deselect All link and then click the checkbox next to the positions that you want to include in the Directory.

In the next step, you will assign a name and contact information for each of the selected positions.

All of the controller/evaluator positions you identified and selected previously on Step 7.6 are listed on this screen.

- Click on the Add, Edit, and/or Delete buttons to complete the needed information.

- Click the Next Arrow.

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- Click the Generate & Save Document: Controller/Evaluator Directory link to generate, save, and open the document.

- Click the Edit Current Controller/Evaluator Directory Template link to modify the currently selected template.

- To select a different Controller/Evaluator Directory template, click the Select a Different Controller/Evaluator Directory Template link.

- Click Next Arrow.

The Responder Directory lists the contact information for all responders participating in the exercise.

The recommended best practice is to exercise with the responder call-out list or directory developed for an actual emergency.

If responders are simulated during the exercise, their information will come from the Control Cell Directory you created in Step 7.3.

This concludes the video portion of Module 6 ─ Directories.

There is no activity for Module 6.

You are now ready to go to the video portion of Module 7 ─ Evaluation.